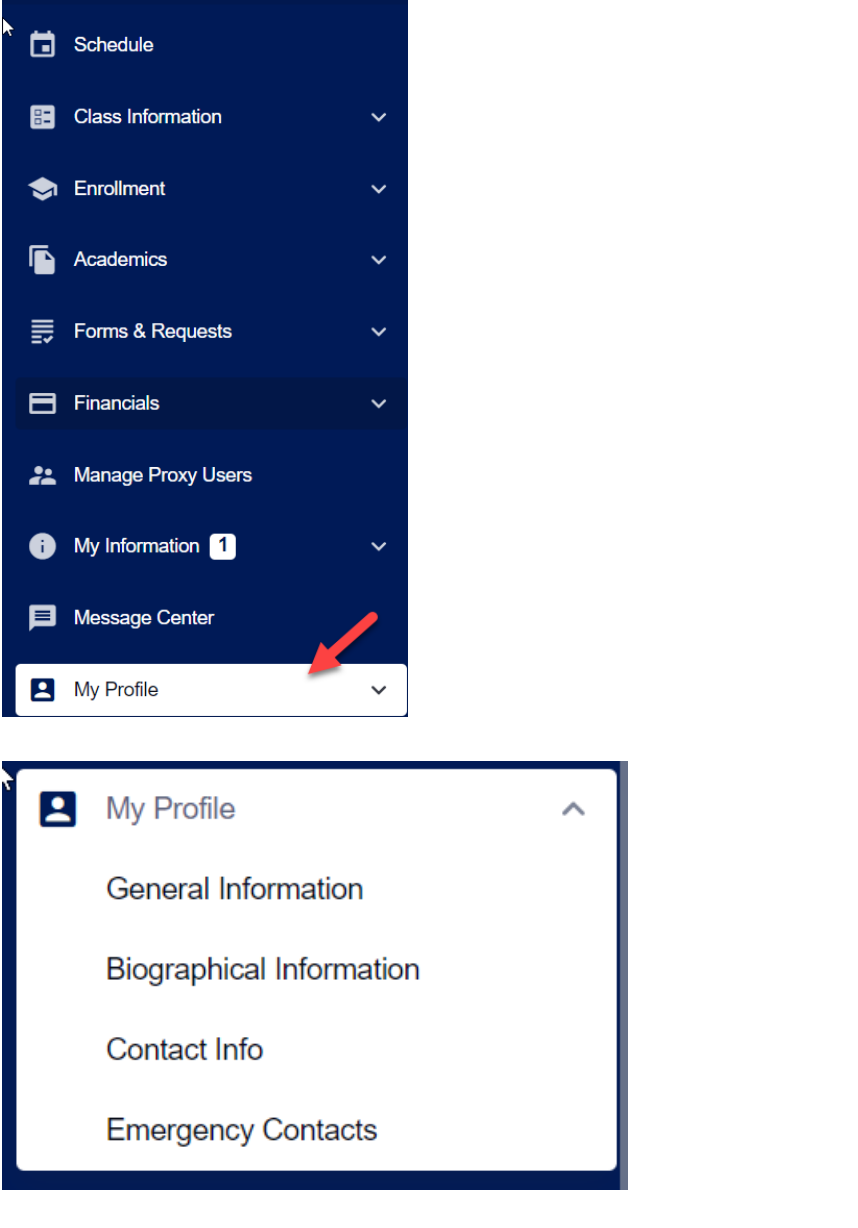# Duke Visa Services

Instructions for Adding / Updating your Local Address

Note: You must provide a local address.

How to View your Addresses

Log In to DukeHub	
Click on "My Profile" in the left-hand navigation bar.	

Duke Visa Services

Your addresses will be displayed under the Contact Info section	General Info Biographical Info **Contact Info** Emergency Contacts **Addresses** ⓘ [Add Future Address ⌄] [Add Address ⌄] Home : [　　　] Houston, TX 77024-3304 ✏ Mailing : [　　　] Houston, TX 77024-3304 ✏ Mailing - Duke PO Box : Box [　] Durham, NC 27708 Campus Res Hall/Apartment : [　　　] Keohane Quad, Durham, NC 27708

Follow the instructions in one of the next two sections, depending upon where you are living.

Duke Visa Services
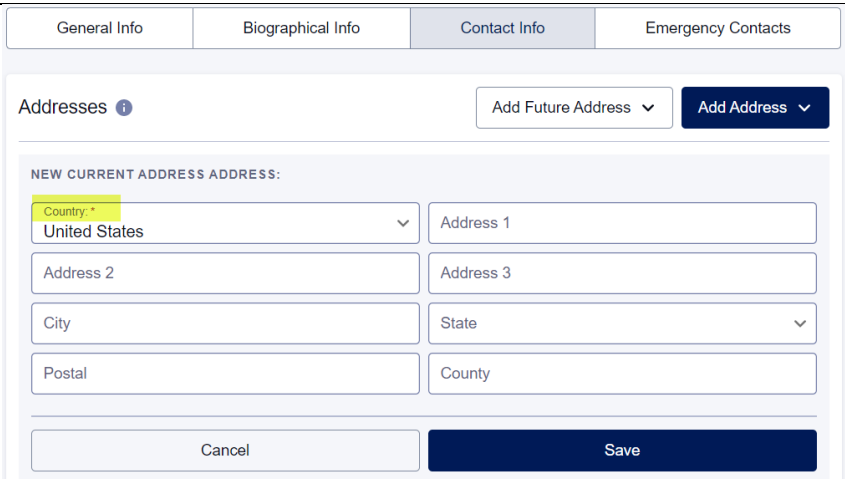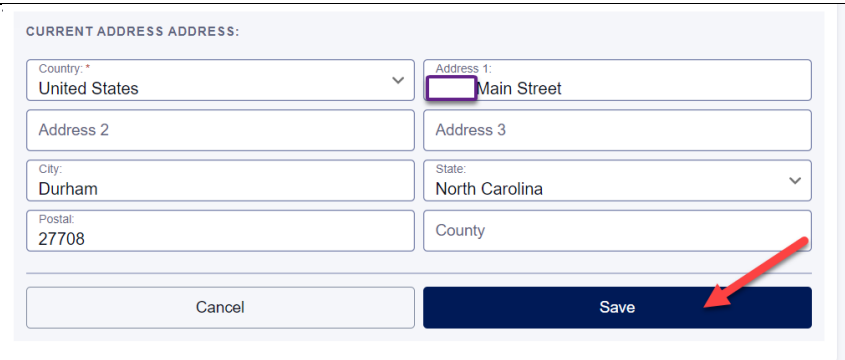
Do you Live in a Duke Residence Hall or Apartment?

You will see an address named "Campus Res Hall/Apartment"	<table><tr><td>General Info</td><td>Biographical Info</td><td>Contact Info</td><td>Emergency Contacts</td></tr></table> Addresses ⓘ Add Future Address ▼ Add Address ▼ Home : [ ] Houston, TX 77024-3304 ✎ Mailing : [ ] Houston, TX 77024-3304 ✎ Mailing - Duke PO Box : Box [ ] Durham, NC 27708 Campus Res Hall/Apartment : [ ] Keohane Quad, Durham, NC 27708
Is the address correct?	If correct – then you are done. Your local address requirement is complete.
Is the address incorrect or missing?	This address is maintained by the Duke Housing Office – please contact them at housing@duke.edu. You are unable to update this address yourself via DukeHub.

Duke Visa Services

Do you Live Off Campus?

You will see an address named "Current Address"	
Is the address correct?	If correct – then you are done. Your local address requirement is complete.
If the "Current Address" address exists then click on the pencil icon on that row.	
Otherwise, begin the addition of the "Current Address" address by clicking on the "Add Address" button.	

If you need to change the country, do that first.	General Info　　Biographical Info　　Contact Info　　Emergency Contacts **Addresses** ⓘ　　　　　　　　Add Future Address ⌄　Add Address ⌄ NEW CURRENT ADDRESS ADDRESS: Country: *　United States ⌄　　　　Address 1 Address 2　　　　　　　　　　Address 3 City　　　　　　　　　　　　State ⌄ Postal　　　　　　　　　　　County Cancel　　　　　　　　　　Save
Then add or update the address as necessary.	Details on the entry / formatting of the address, if needed, can be found of the Duke Visa Services website at https://visaservices.duke.edu/process/local-residence-address Click the "OK" button when done.
Then click "Save".	CURRENT ADDRESS ADDRESS: Country: *　United States ⌄　　Address 1:　Main Street Address 2　　　　　　　　　Address 3 City:　Durham　　　　　　　State:　North Carolina ⌄ Postal:　27708　　　　　　　County Cancel　　　　　　　　　Save
A confirmation page will display. Click "OK".	☑ SUCCESS　　　　　　　✕ Current Address address was added. OK